

**HIGHLANDS RECREATION DISTRICT BOARD MEETING**  
**Tuesday, October 8, 2013**

Attendants:

BOARD-

Pam Merkadeau (PM)  
Hal Carroll (HC)  
Jim Sell (JS)  
Michelle McNeil (MM)

Absent: Johanna Anton (JA)

STAFF-

Brigitte Shearer (BS)  
Rebecca Hitchcock (RH)  
Bryce Zuzack (BZ)

**CALL TO ORDER**

The meeting was called to order at 7:03 pm by Board Member MM

**REVIEW AND APPROVAL OF THE MINUTES**

Board Member JS made a motion (PM 2<sup>nd</sup>) to approve the minutes of the August 13, 2013 Regular Board Meeting. The motion passed unanimously (JA absent; HC abstained) The minutes of the September 10, 2013 Regular Board Meeting were not reviewed due to lack of eligible quorum.

**INTRODUCTION OF GUESTS**

Deputy Ken Munson

**COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE**

None

**MANAGER'S REPORT**

A. Programming –

- a. Pool – The fall schedule has begun. Income is \$8K lower than last year at this time due to fewer classes being offered. The Underwater Pumpkin Patch will be held on October 27<sup>th</sup>. The pool will be closed 11/4-11/8 for dome installation.
- b. EEC – Expenses and Income are on track. There are 3.5 openings in the Tiger room.

- c. Seasonal Programs. Seasonal program registration is a bit lower than last year and some programs have been cancelled due to low enrollment. The Halloween Event will take place on October 25<sup>th</sup>.
- d. ASP – ASP has settled into the fall season. Income is lower this month, but YTD numbers are on track.

B. Facilities & Grounds – the ADA survey will occur on November 2. The pool guard office design will be paused until we receive the results of the ADA survey. A new sign board was built by a local Eagle Scout. A new tennis backboard is being built on the sports court. A new van has been purchased to replace the 15-passenger van. The MPR now has its own wifi access to facilitate meetings and presentations. Solar will continue to be investigated as an option for the Rec.

C. Administration - Staff and board member photos will occur on 10/10. We are planning to transition to a new credit card processing company. Board Member HC mentioned additional due diligence reviews to complete before proceeding. The new website was presented to the board. Final revisions will occur and the site will go live when ready. A site visit for our legislators will be planned soon. We are analyzing data from the traffic counts done in August and September. We are investigating investment options for the remaining COP account funds at Bank of New York Mellon. The annual audit is underway. BSS will investigate partner rotation options at the auditor firm

## **COMMITTEE REPORTS**

- a. Finance Committee –none
- b. Personnel Committee – none
- c. Ad-Hoc Building Committee – none

## **FINANCIAL REPORT**

The Rec. is 3rd month into its fiscal year, or 25% into its budget year. The Board reviewed the financial report. Once audited, the Board will amend the budget to reflect the updated fund balance. \$252,372 of the Construction in Progress balance will be moved to the EEC building construction.

## **UNFINISHED BUSINESS**

- A. District Lines – BSS presented an update from the Board of Supervisor's meeting regarding potential changes to the HRD's District assignment. The Supervisor's opted to postpone decisions to the next Board meeting.
- B. Budget Narrative – this item was tabled.
- C. Fiscal Guidelines – this item was tabled.

## **NEW BUSINESS**

A. UPCOMING MEETINGS: November 12, December 10

## **PAYMENT OF THE BILLS**

Bills were passed for the Board's review and signatures. Board Member HC made a motion to pay the bills (JS second) and the motion passed unanimously. (JA absent)

**ADJOURNMENT**

Board Member JS made a motion to adjourn the meeting and the motion was passed unanimously. (JA absent) The meeting was adjourned at 8:03 pm.

Respectfully submitted,

Brigitte Shearer  
Board Secretary